

COMMITTEE REPORT

COMMITTEE: Development & Planning (D&P)
CHAIRPERSON: Diane Gallagher, Chairman
DATE/TIME: February 25, 2020 @ 5:30 p.m.

PRESENT:

<input checked="" type="checkbox"/> Diane Gallagher	<input checked="" type="checkbox"/> John Schultz	<input checked="" type="checkbox"/> Robert O'Connor
<input checked="" type="checkbox"/> Robert Heurman	<input type="checkbox"/> Staci Duerr	<input checked="" type="checkbox"/> Ron Smith
<input type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> Drew Townsend	

A quorum was established.

Other Board members:

Others: Mel Gratton, Emily Legel, Rose Noble, Dan Reimer and Eric Tison

1. Approval of Minutes

- a) Review and approve minutes for the December 17, 2019 Development & Planning Committee meeting – **John Schultz made a motion to approve the minutes for the December 17, 2019 Development & Planning Committee meeting. Seconded by Robert O'Connor and motion passed.**
- b) Review and approve minutes for the January 28, 2020 Development & Planning Committee meeting – **John Schultz made a motion to approve the minutes for the January 28, 2020 Development & Planning Committee meeting. Seconded by Ron Smith and motion passed.**

2. Citizens' Comments - None

3. Unfinished Business

- a) Informational sharing from personal reviews of Comprehensive Plan – Diane Gallagher asked the committee if everyone has had an opportunity to review the current Jo Daviess County comprehensive plan and asked if anyone would like to share their thoughts or ideas. John Schultz has begun to review the plan and is about a quarter of the way through it. Eric Tison added to feel free to give him a call if anyone has any questions or something to add to the plan.
- b) Master planning process used in Tourism – Rose Noble, President/CEO - Tourism – Rose Noble, President/CEO, informed the committee that she is going to receive her certified destination management executive accreditation through Destinations International which is a globally recognized organization. Noble discussed that the process of the tourism master plan is usually done along with some marketing branding. GGMI just completed branding research last year which will be unveiled here soon. She is waiting for the design files to be sent to her. She has received approval from her board to put it into FY21 planning. Hopefully the FY21 budget will be approved at their next board meeting in April. She will be giving the County Board a preview of what to expect in FY21. Noble gave a basic summary of the master plan for tourism. John Schultz asked Noble how they determined their brand and what does that allow them to do. Noble responded that they did some stakeholder engagement sessions through their office where they invited key stakeholders to come and be interviewed. They brought a company in to do some interview sessions with stakeholders ranging from hotels to some city employees to county residents. They gathered some information on their perceived idea of our destination. The company also interviewed their organization and visitors. They then took the data and put out another survey to the visitors to respond on key works and descriptions. From there they were able to pull out factors that really rose to the top and create visual space off of that research. They have written a mission statement and developed a template to move forward with and use the language in their marketing and how they want to enhance certain elements of their

marketing to fit certain pillars. It's all based off of the information gathered from the surveys which is similar to how they will create this just on a larger scale.

- c) Discussion and possible action on Scope of Service for Comprehensive Plan RFP to be requested from possible plan consultants – Eric Tison – Eric Tison drafted a second revision of the RFP for the comprehensive plan. He asked Emily Legel review it as well. Tison wanted to bring back a slightly revised document that had a little bit more detail based on some information he had come across from acquiring a couple of sample RFP's and scope of work. He was able to edit the document and provide an update making sure that there are specific deliverables assigned to each task wanting the selected consultant to be familiar with what has been done in the past making sure that there is a wide ranging public outreach component and developing the new document itself taking into account there should be certain sections, a framework, within that document. Tison reviewed the document with the committee. It would be aggressive to have responses and a recommendation or maybe even prior to recommendation a request to interview a couple of consultants to you by April's meeting. This might get pushed out to May. Tison feels at the bottom of the last page on the project schedule section he should edit that from twelve to eighteen months to eighteen to twenty-four months. This is an abstract concept. It is not something you can immediately wrap your fingers around or see on a piece of paper. It can be difficult to get people to think that way long term and that's why the questions are written by the consultant because they are objective. They are not biased and they are phrased so they can get people's minds working to think long term and try and think if you are not here what you want to see. If the committee would be willing to undertake over the course of the next couple meetings a succinct review of certain sections Tison would be willing to pull those out for the committee and allow us some time to go through them. It would be a worthwhile exercise. If we realize the work that the County Board and this committee and the Zoning Board has done has allowed us to achieve a number of these objectives the comp plan in general perhaps shows the process works. The consensus of the committee is to pump the breaks on the RFP and everyone is willing to engage in a review of the comp plan goals. Townsend would like to see parallel tracking to this review. New goals, objectives and priorities can be shared with the consultant that is chosen.
- d) Update on new NW Illinois Enterprise Zone – Ron Smith reported that he attended the NW Illinois Enterprise Zone meeting on February 12th. The good news is Jo Daviess County will receive a share of the remaining funds from the old just dissolved Enterprise Zone. Stephenson County, the City of Freeport and Village of Hanover will be receiving a share of the remaining funds. It was a good meeting and the first one they have had since they restructured after being designated as a new Enterprise Zone.
- e) Update on 2020 Census– There was no report at this time.

4. New Business

- a) Presentation on the Opportunity Zone program – Emily Legel – Emily Legel was attending a conference and joined the meeting via conference call. Legel explained that the Opportunity Zone program is a matching grant from the State of Illinois that is intended to promote investment in opportunity zones. Legel gave an opportunity zone overview. Jo Daviess County has one opportunity zone and would be eligible for these funds. \$12 million of capital grants will be awarded for projects in infrastructure, utilities and site remediation. Legel explained the requirements required. After researching the program, Legel came to the conclusion that the county is not eligible due to no shovel ready projects directly affecting economic development in the affected area, no plan in place for such projects and no budget for matching funds. However, NWILED has reached out to Stockton to see if there are projects to pursue as well as reached out to Jo Carroll Energy regarding an existing project that could take advantage of these Opportunity Zone funds. Legel recommends that the county would be wise to make a project wish list should future grant opportunities come available.

5. Staff Reports

- a) **Building & Zoning**

- i. Monthly Report – Eric Tison, Planning & Development Administrator, reported that Diane Gallagher had talked to him about putting the large bulky first paragraph in his report into a chart or graph. He is busy preparing five cases for the ZBA meeting tomorrow night. With next month's meeting we are a quarter of the way through the year so we will have some good trending information that he will prepare for the committee. There are several ongoing investigations into nuisance/zoning violations. When compared to the previous month, building permit activity volume was down with only 10 permits issued; two new homes are included. Permit value decreased as well when compared to the previous month, at over \$535K (\$981K, December). A summary report is attached for your information. When compared to the same monthly period last year, volume (5, 2019) and permit value was higher (\$125K, 2019). Staff has been contacted regarding a few larger scale commercial expansions which may be issued and reported in February activity. The inspection process is ongoing as renewals continue to come in; 89 applications remain outstanding (531 total). Approximately half of the license holders are subject to an interior compliance inspection each year. Follow up notices will likely be sent at the end of February or beginning of March to those that haven't yet responded. Staff has revised the attached draft Scope of Service for an RFP to assist with selection of a consultant for the Comp Plan update. In this version, with the assistance of some additional resources more specificity and detail was provided in terms of the format of the plan and the deliverables associated with each section. Should the Committee be satisfied with the updated scope staff can prepare the document for posting and release with the hope of securing responses from qualified consultants.

b) Economic Development

- i. NW Illinois Economic Development Monthly Report – Emily Legel, NW Illinois Economic Development Executive Director, reported on the Honeywell Plant Closing: NWILED has paused work on the Honeywell. While the plant is scheduled to close in Quarter 1 of 2020, we are waiting to hear back from several partners regarding a potential tenant. NWILED is representing the tri-county area on a new port expansion study for the Dubuque and East Dubuque Area. At the meeting last Thursday, the consultant was able to report that the stakeholder outreach was mostly complete, with the market and site analysis progressing ahead of schedule. Early findings suggest that the ports are being used as efficiently as they could, less a substantial investment from a new anchor tenant. NWILED is helping the Stockton Chamber of Commerce bring fiber internet to the community. With the Chamber holding a fiber interest meeting at their after-hours in January, NWILED is helping with the marketing push to make residents and businesses aware of the opportunity, with the first press release published last week. NWILED is making progress on the Dura project in Stockton. We have made contact with a broker for the plant and are in the process of determining whether necessary environmental studies have been completed. Should these conditions be met, we should have the project on our website by early summer. Build it Grow it Galena saw the largest group in NWILED history in January. Last month, 25 participants from 19 businesses in Galena, Hanover and Elizabeth attended the first session on financials and IT at the new ARC in Galena. With 8 more classes to come, classes will be held in Galena on the 4th Thursday of the month. Interested parties can register online for future sessions at <http://www.nwiled.org/build-it-grow-it.php> NWILED is pleased to welcome two new board members, Andrew Houy of Dupaco Community Credit Union and Kathy Gable of Jo Daviess County Transit. Welcome to them both! NWILED is pleased to welcome Erika Tubbs as our newest program coordinator. Erika joins us from Savanna, where she had previously worked for the Answer Fitness. NWILED is pleased to announce new strategic planning event for our organization. Beginning early 2020, we will be reaching out to community organizations and stakeholders to receive feedback on the current state of our area and to look for more opportunities to move forward. Stay tuned to our social media or reach out to Emily at elegel@nwiled.org or 815-297-7361 for more information. In the Jo Daviess County, we have three types of finance zones of economic incentives – opportunity zones, foreign trade zones, and the enterprise zone just recently approved. With many of these zones underutilized, NWILED plans to hold workshops beginning in April to inform local businesses and bankers of the tools available, and how to use them

to help existing and new businesses grow here in Jo Daviess County. The NWILED 2020 annual meeting will be March 12th, 2020 at Eagle Ridge Resort. Featuring Dr. Chris Merritt of Western Illinois University's Institute for Rural Affairs as our keynote speaker, we are planning on a morning meeting. With a theme of Rural Economic Development a Team Sport, NWILED will also be recognizing outstanding area businesses. Invitations will be sent out in the next week. The next NWILED board meeting will be held February 12th, 2020 from 4:30 – 6PM at the NWILED Office in Hanover.

- ii. Discussion and possible action on attendance at 2020 NW Illinois Economic Development Annual Meeting – March 12, 2020. The NWILED Annual Meeting will be held at Eagle Ridge first thing in the morning. Great hearty breakfast, great speaker from the Illinois Institute for Rural Affairs talking about Rural Economic Development as a Team Sport. Legel would love it if the County showed up and supported the event.

c) LRA Board

- i. Update on LRA/Port Authority Discussions - Ron Smith reported there was nothing new to report.

6. Citizens' Comments – None.

7. Board Member Concerns – Ron Smith took reservations for the NW Illinois Economic Development Annual Meeting. The County Board will have a table for the event..

The next regular Development & Planning Committee meeting will be Tuesday, March 24, 2020 at 5:30 p.m.

The meeting adjourned at 7:40 p.m. following a motion made by Robert O'Connor and seconded by Drew Townsend, motion passed.